

Policy 94-B_(u) - Individual Course Completion Document

Original policy written October 1994

Policy updated April 2004

Updated portions are in green

RE: 157.32 (o)(18) along with the course coordinator, attest to the successful course completion of all students who meet the programs requirements for completion;

157.33 (a)(3) have successfully completed a Texas Department of Health (department)-approved course; and

Background: Since the original approval of this policy through August 31, 2002, course coordinators consistently issued individual course completion certificates (CCC) to students completing EMS courses. The state application process also required a copy of the CCC with each application form. Beginning September 1, 2002, the department began requiring candidates for EMT-Basic certification to pass the National Registry exam. This also changed the course completion verification process for students. The department began requiring course coordinators to submit course completion rosters (CCR) for initial EMT-Basic students. Subsequently, the same process has been implemented for Emergency Care Attendant courses. At that time, many course coordinators discontinued issuing a CCC to students because they were submitting a CCR to the department. However, individual students need their own CCC and a CCR will not suffice because it contains confidential information of other students. Therefore, the department still requires that course coordinators provide individual official proof of course completion to each student who has successfully completed an EMS course. Documentation of course completion may consist of a course certificate or letter which contains the information below.

Policy: An individual CCC This will not be a TDH form that we will provide. Each program will design their own certificates of completion, using the minimum components we have decided upon listed below. This policy is effective October 1st. Individual course completion documents are required for each student completing an initial EMS course, and are now required to be sent with the initial application for certification. Course completion certificates will do not have to be notarized. If the student is selected for department audit, the department will accept a copy of the certificate attached to the application and will not ask for the original. The following are the minimal components that can be in any sequence that the program desires:

- Program name
- Coordinator name
- Coordinator Social Security# or EMS Personnel ID#
- Course approval number
- Course location (City)
- Course level
- Student's full name
- Student's Social Security# or EMS Personnel ID#
- Coordinator's signature and signature date
- Date of course completion
- General wording: In compliance with the rules adopted under state law by the Texas Department of Health, I certify that (student name or this student or above/below student) has successfully completed the (above/below or write in level) level of training program which meets or exceeds the Texas Department of Health minimum requirements. The coordinator should originally sign each course completion document (rubber stamps, etc. are not allowable). It is not necessary for the medical director to sign each course completion document (the medical director's signature is required on the course approval document)

Original approval signature, Gene Weatherall, Chief
Bureau of Emergency Management
Original signature dated October 10, 1994

Kathryn C. Perkins, R.N., M.B.A., Chief
Bureau of Emergency Management
Policy update signature, April 15, 2004

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u- denotes updated policy